



Claims Adjuster

Department: Risk Management

Class Code: 1812

EEO Code: 22

FLSA: N

Effective: 03/06/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty administering workers' compensation benefits for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Responds to inquiries concerning workers' compensation benefits;

Trains, supervises and evaluates subordinate staff;

Develops correspondence and maintains contact with various attorneys, adjusters, doctors and the Industrial Commission;

Authorizes medical and indemnity payments;

Reviews and verifies accident reports, to include talking with the employee involved in the accident, reviewing the police report, visiting the scene of the accident, determining the liability involved, and filing additional reports;

Assists injured employees in locating suitable employment and necessary rehabilitation services;

Interprets laws and prepares reports;

Executes legal documents regarding workers' compensation benefits;

Recovers monies owed the County by third parties due to negligence;

Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of workers' compensation benefits; of the law as it relates to risk management and insurance issues; in communicating effectively, both orally and in writing. Considerable skill in applying the principles and concepts of workers' compensation benefits; in interpreting the law as it relates to risk management and insurance issues; in communicating effectively; in utilizing effective negotiation skills. Considerable knowledge of workers' compensation benefits; of the law as it relates to risk management and insurance issues; in communicating effectively, both orally and in writing. Considerable skill in applying the principles and concepts of workers' compensation benefits; in interpreting the law as it relates to risk management and insurance issues; in communicating effectively; in utilizing effective negotiation skills.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, insurance or related field and one (1) year experience in the insurance field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.